

Site Visit Programmatic Questions

EPS Rochester 9/30/15

1. Update Report

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs? The grantee program of material assistance and mentoring with referrals is stable and the numbers have been steadily increasing.

2. Work Plan

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?
No Changes were made to the work plan. This grantee is providing the services and programs they agreed to in their work plan. They also provided a summary that will be filed in their MDH paper file.

3. Fiscal Review

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.

Fiscal Review took place in February of 2013. No significant findings were noted. This grantee plans to submit a budget revision for the change of line items budgeted. PA funding remains approximately 60 – 70 % of the grantees budget.

4. Grant Closeout Form

- You will have an opportunity to review a draft of your Grant Closeout Form. This form was discussed.

5. 2014-16 Evaluation (availability of items below depend on date of site visit)

- Your 2014 Evaluation Report Summary will be discussed.
- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed. Evaluation was discussed. They are evaluating their referral program and the follow up with clients. It was suggested that they update their evaluation plan to include a solid indicator in the form of a percentage to be reached.

6. Positive Alternatives website

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions

7. Provide Updates

- Have you made any changes to your application Face Sheet data?
No, not at this time.
- Do you want to revise your website posting?
An update for the webpage was sent in to the grant manager.

8. Issues specific to this grantee

None at this time.

9. Tour of Facility

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area.
A tour of the center was given. The center is located on a busy street with good signage and a welcoming décor.

10. How can MDH be more supportive of your program?

No suggestions were made.

11. Other?

Birthright of Rochester is run by volunteers and has little overhead except rent and supplies. They are a grantee that is able to provide extremely cost efficient services to their clients. Much of their work entails providing material assistance, mentoring and referral for their clients. They have been able to create many community linkages and a well-planned referral system for their clients for many needed community resources. This organization has a well-deserved reputation in their community for providing exceptional care to their clients.